

Newcastle Memorial Arena Management Board

Municipality of Clarington

Minutes of Meeting – Tuesday, March 19, 2024

Not yet approved by the Board

In Attendance - Gary Oliver - Vice Chair Josh Turner – Interim Manager,
Shea-Lea Latchford, Todd Taylor, Sue White, Jim Vinson, Councillor Margaret Zwart

Absent- Omar Patel

Regets - Dave Bouma - Chair

The Vice Chair called the meeting to order at 7:07 p.m. and was opened with the Land Acknowledgement.

1. **Agenda - Motion #24-008**

Moved by Sue White, seconded by Gary Oliver **THAT:** The agenda be accepted.

CARRIED

2. **Acceptance of Minutes – Motion #24-009** - Moved by Sue White, seconded by Gary Oliver
THAT: The minutes of February 13, 2024, be accepted as presented.

CARRIED

3. **Manager's Report: Safety**- There were no “on ice or “off ice” incidents. Josh is still waiting for First Aid and defibrillator training for staff. Josh will follow up with Clarington and Jeremy (CIMCO) on the compressor plant emergency procedures (TSSA). **Risk Management** – Completed February's fire equipment report as well as the AED reports. The checklist for the Olympia was revised and will be completed daily. Josh still doesn't have a fire safety plan; however Sue White will reach out to Rob Groen to facilitate his obtaining same. TSSA orders to be finished by the compliance date with the help of Jeremy (CIMCO). The ladders need to be inspected as mentioned in the Health & Safety report. **Rentals** - Very few rentals over March Break, although a new weekly rental has started. Futuresign was billed for the lobby kiosk board. Two of the three outstanding payroll cheques have cleared. **Repairs/Maintenance** – The outstanding repairs still need to be addressed. Sue White will speak with Rob Groen at Clarington and offer any assistance to address the outstanding repairs. Advantage Flooring has replaced tiles and did a full scrub, cleaned, and waxed all the flooring in the building. The toilet in the men's washroom has been repaired and the light bulbs replaced in the Olympia room. The mirror in the dance room has cracked and tape has been placed on it until it can be replaced. Lights have finally been installed along the east wall.

2.

Staff- Monthly meeting was held and again Josh reminded everyone that hours must be entered at the end of the shift. Josh again reviewed the list of tasks that are to be completed daily. **Inspections** – TSSA completed their inspection on March 4th and the report was sent to Sue White and Dave Bauma. The Health & Safety inspection was conducted on February 13th. Also, a Fire Inspection was completed on February 29th, however, they did not leave a report or mark an entry in the “red book”. **ORFA Update-** Josh is still trying to register as a member so he can begin his classes for certification. **Other** -The ice will come out on approximately April 8th and Josh will need to borrow a floor machine to clean the new floor. We will require new nets for the upcoming season. Josh has suggested a mini pro shop be set up in the office for incidentals such as tape, skate laces and stick wax.

4. **Financial Report** - Todd reported we are in line with the budget forecasts. We must discuss erecting a fence around the garbage containers and if we are planning to have a natural gas hook-up.
5. **New Business – Ontario Grant** – Unfortunately, we ran out of time for our submission as an audit was required as part of the application. However, there will be other grants that we will investigate for the upcoming season.

Advertising – Futuresign will remain responsible for the digital board in the lobby.

Construction Update – Due to a conflict in schedules and the March break there are no updates.

6. **CatchCorner - Motion #24-010** - Moved by Gary Oliver, seconded by Sue White **THAT:** We accept the free one-year contract (to be reviewed in ten (10) months).

CARRIED

7. **Round Table Discussion** - A round table discussion was held, followed with an “In Camera” session. The Vice-Chair adjourned the meeting at 9:56 p.m.

Next Board Meeting – Tuesday, April 9, 2024 – Site to be determined.